

Job description /duties of Translator

- i. Clear and exact translations of written materials, statements, news stories, articles, etc and interpretations of verbal communications, etc.
- ii. Daily monitoring of traditional and non-traditional media for compilation of reports.
- iii. Prepare subtitles for videos and online presentation.
- iv. Support communications and digital media outreach.
- v. Draft and edit contents, op-eds, etc and to develop digital content and messages in French, Flemish and English.
- vi. Maintain, expand press relations and liaising with relevant organisations.
- vii. Attend and cover live events as applicable.
- viii. Answering calls, taking messages and handling correspondence.
- ix. Organizing and servicing meetings (producing agendas and taking minutes) and managing databases.
- x. Coordinating publicity tasks.
- xi. Any other related task assigned from time to time.